

OCEAN CITY
DEPARTMENT OF RECREATION AND PARKS
RECORDS RETENTION AND DISPOSAL SCHEDULE

SCHEDULE NO. ^{M93} R&P99
PAGE 1 OF 1

Agency Town of Ocean City		Division/Unit Recreation & Parks Programs, Administration & Maintenance
ITEM NO	DESCRIPTION	RETENTION
1.	Personnel Files(copies)- permanent personnel information, certifications, current review listings, W4 forms, e-mail, and performance appraisals.	Retain for 3 years, then destroy
2.	Cash Receipts- G/L summary distribution reports, cash journals, daily receipts, (yellow copies), activity sales receipts, (from POS register, receipts, and daily receipt tapes.	Retain for 3 years and until all audit requirements have been fulfilled, then destroy.
3.	Subject files - Accident reports, bids, bleacher rentals, requisitions, site inspections. budgets, complaints, G/L summary distributions, injury reports, gas/fuel reports, inventories travel/training requests, building files, volunteer records, and lost & found records.	Screen annually. Destroy material having no further administrative, fiscal, legal or operational value. Retain permanently any material that serves to document the origin development, and accomplishments of the department. Transfer periodically to the Maryland State Archives.
APPROVED BY DEPARTMENT, AGENCY, OR DIVISION REPRESENTATION DATE <u>4/16/00</u> SIGNATURE <u>Thomas J. Shuster</u> TYPE NAME <u>THOMAS J. SHUSTER</u> TITLE <u>DIRECTOR</u>		SCHEDULE AUTHORIZED BY STATE ARCHIVIST DATE <u>APR 11 2000</u> SIGNATURE <u>Edward C. Saperstein</u>

INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
7275 WATERLOO ROAD
P.O. BOX 275 - JESSUP, MARYLAND 20794

AGENCY RECORDS INVENTORY

Page 1 Of 3

1. DEPARTMENT/AGENCY

Ocean City

2. DIVISION

Rec + PARKS

3. UNIT

DEFINITION - Records Series - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.

4. RECORD SERIES TITLE

Personnel Files (copies)

5. EARLIEST YEAR / LATEST YEAR

____ TO *1999*

6. RECORD SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the Series. Include the purpose or function of the Series:

*CONTAINS: PERMANENT/SEASONAL - CERTIFICATIONS
CURRENT REVIEW LISTING W/ FORMS; E-MAIL
PERFORMANCE APPRAISAL;*

7. RECORD SERIES FORMAT(S)

- ☒ Letter Size ☐ Microfilm
☐ Legal Size ☐ Computer Tape
☐ Bound Book ☐ Floppy Disk
☐ Audio Tape ☐ Video Tape
☐ Other (Specify) _____

8. RECORD SERIES SEQUENCE

- ☒ Alphabetical
☐ Numerical
☐ Chronological
☐ Geographical
☐ Other (Specify) _____

9. VOLUME

- ☒ File Drawer(s)
☐ Microfilm Reel(s)
☐ Computer Tape(s)
☐ Other (Specify) _____

10. ANNUAL ACCUMULATION

- ☐ File Drawer(s)
☐ Microfilm Reel(s)
☐ Computer Tape(s)
☐ Other (Specify) _____

Number

11. FILE IS USED

- ☒ Daily ☐ Weekly ☐ Monthly

12. FILE BECOMES INACTIVE AFTER

____ Month(s) ☐ Year(s)
Number

13. CURRENT LOCATION(S) (Bldg., Floor, Room)

125th Street

14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office)

- ☐ Yes ☐ No

15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s))

- ☐ Yes ☐ No

16. AUDIT REQUIREMENTS

- ☐ None ☐ State ☐ Federal ☐ Independent

17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software)

- ☐ Yes ☐ No

18. RECOMMENDED RETENTION

*Retain For 3 years,
then destroy.*

19. NAME AND TITLE OF PREPARER

20. TELEPHONE NUMBER

21. DATE

INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW
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AGENCY RECORDS INVENTORY

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1. DEPARTMENT/AGENCY

Ocean City

2. DIVISION

Rec. & Parks

3. UNIT

DEFINITION - Records Series - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.

4. RECORD SERIES TITLE

Subject Files

5. EARLIEST YEAR / LATEST YEAR

1992 TO 1999

6. RECORD SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the Series. Include the purpose or function of the Series:

CONTAINS: Accident Reports; Bids; Bleacher Rentals; Requisitions; Site Inspection - Budget; Complaints; G.L. Summary Distribution; INJURIES; GAS/FUEL - Inventory; TRAVEL; Training Requests; Building Additions; Volunteers; ~~etc.~~ Lost & Found; etc.

7. RECORD SERIES FORMAT(S)

- ☒ Letter Size ☐ Microfilm
☐ Legal Size ☐ Computer Tape
☐ Bound Book ☐ Floppy Disk
☐ Audio Tape ☐ Video Tape
☐ Other (Specify) _____

8. RECORD SERIES SEQUENCE

- ☒ Alphabetical
☐ Numerical
☐ Chronological
☐ Geographical
☐ Other (Specify) _____

9. VOLUME

60
☒ File Drawer(s)
☐ Microfilm Reel(s)
☐ Computer Tape(s)
☐ Other (Specify) _____
Number C.F.

10. ANNUAL ACCUMULATION

- ☐ File Drawer(s)
☐ Microfilm Reel(s)
☐ Computer Tape(s)
☐ Other (Specify) _____
Number _____

11. FILE IS USED

- ☒ Daily ☐ Weekly ☐ Monthly

12. FILE BECOMES INACTIVE AFTER

Number ☐ Month(s) ☐ Year(s)

13. CURRENT LOCATION(S) (Bldg., Floor, Room)

125th Street

14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office)

- ☐ Yes ☐ No

15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s))

- ☐ Yes ☐ No

16. AUDIT REQUIREMENTS

- ☐ None ☐ State ☐ Federal ☐ Independent

17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software)

- ☐ Yes ☐ No

18. RECOMMENDED RETENTION

use General Retention Period

19. NAME AND TITLE OF PREPARER

20. TELEPHONE NUMBER

21. DATE

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3. UNIT

DEFINITION - Records Series - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.

4. RECORD SERIES TITLE

Cash Receipts

5. EARLIEST YEAR / LATEST YEAR

1992 TO 1999

6. RECORD SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the Series. Include the purpose or function of the Series:

*CONTAINS: G/L SUMMARY DISTRIBUTION REPORT;
CASH JOURNAL - DAILY RECEIPTS (yellow copies);
Activity Sales Receipt; (computer generated);
~~etc.~~ Receipts; DAILY Receipt Tapes;*

7. RECORD SERIES FORMAT(S)

- ☒ Letter Size ☐ Microfilm
☐ Legal Size ☐ Computer Tape
☐ Bound Book ☐ Floppy Disk
☐ Audio Tape ☐ Video Tape
☐ Other (Specify) _____

8. RECORD SERIES SEQUENCE

- ☐ Alphabetical
☒ Numerical
☐ Chronological
☐ Geographical
☐ Other (Specify) _____

Date

9. VOLUME

- ☒ File Drawer(s)
☐ Microfilm Reel(s)
☐ Computer Tape(s)
☐ Other (Specify) _____

3
Number *C.F.*

10. ANNUAL ACCUMULATION

- ☐ File Drawer(s)
☐ Microfilm Reel(s)
☐ Computer Tape(s)
☐ Other (Specify) _____

Number

11. FILE IS USED

- ☒ Daily ☐ Weekly ☐ Monthly

12. FILE BECOMES INACTIVE AFTER

Number ☐ Month(s) ☐ Year(s)

13. CURRENT LOCATION(S) (Bldg., Floor, Room)

125th Street

14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office:

- ☐ Yes _____ ☐ No

15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s)

- ☐ Yes _____ ☐ No

16. AUDIT REQUIREMENTS

- ☐ None ☐ State ☐ Federal ☐ Independent

17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software)

- ☐ Yes _____ ☐ No

18. RECOMMENDED RETENTION

Retain for 3 years and until all
audit requirements have been
fulfilled, then destroy.

19. NAME AND TITLE OF PREPARER

20. TELEPHONE NUMBER